

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA

2. AGENCY

STATE

3a. POSITION NO.

100988

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

LABORATORY TECHNOLOGIST FSN-515

8

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

U.S.EMBASSY KAMPALA

a. First Subdivision

HEALTH UNIT

b. Second Subdivision

ADMINISTRATIVE OFFICE

c. Third Subdivision

N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

ANNA LASON

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

JOHN KLIMWOSKI

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Medical Laboratory Technician works under the direct supervision of the Foreign Service Health Practitioner (FSHP) and the Regional Medical Laboratory Scientist (RMLS). The position will provide a full range of professional clinical laboratory services. Those services will include, but are not limited to: phlebotomy, accepting and analyzing specimens, performing the required laboratory tests, maintenance of laboratory equipment, performance of quality assurance and quality control procedures and procurement of laboratory supplies. In addition this position will be responsible for implementing a post wide water quality monitoring program, cafeteria inspections and training of domestic staff/cafeteria workers in safe food practices.

14. MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

A. Provides laboratory services during assigned work hours.

40%

- Performs laboratory testing according to US standards Clinical Laboratory Improvement Act (CLIA '88) in the areas of hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking, and parasitology to employees (US Direct Hire, LES, any eligible beneficiary).
- Maintains electronic and paper records of patient's results, equipment maintenance, and quality assurance documentation for two years and guards information appropriately per CLIA 88 requirements.
- Perform laboratory procedures to aid in the diagnosis of infectious and tropical diseases (HIV, malaria, shistosomiasis, typhoid, etc.).
- Assesses accuracy and validity of test results by applying knowledge of relevant scientific principles and provides detailed information to medical providers.
- Makes independent decisions as well as modifications and adaptations in methodology and confirmatory testing in order to achieve valid results.
- Performs appropriate laboratory testing to gather important epidemiological information from an infectious disease outbreak.
- Serves as a consultant to the health unit medical providers as well as private laboratories and the international school.
- Translates test reports and other medical and billing information.
- Complies with Department of State, Office of Medical Services and embassy policies and procedures.
- Works independently 75% of the time.
- Responsible for hands-on maintenance and safe operation of costly equipment.

B. Collects, labels, and processes patient specimens.

10%

- Knowledge of U.S. Standards for the collection and handling and transport of all biological and environmental specimens.
- Assures proper collection and processing of PAP and biopsy specimens. Receives results electronically and is responsible for notifying providers of those results.
- Knowledge of International Civil Aviation Organization (ICAO), IATA and Department of Transportation (DOT) regulations for the shipment of bio-hazardous, diagnostic and infectious specimens.
- Instructs providers and patients on proper specimen collection.
- Assures that all test results on specimens sent out of the health unit laboratory are received in a timely manner and reviewed by a provider.
- Maintains inventory of N95 masks and Personal Protective Equipment (PPE) to comply with Occupational Health Safety Administration (OSHA).

C. Manages Quality Assurance Program.

10%

- Calibrates analyzers as required. Performs quality control and quality assurance as required by CLIA 88.
- Manages Quality Assurance Database computer programs. Position must maintain and update database continually.
- Interprets data and documents conclusions in the computer program and saves for the appropriate length of time. The database has to be maintained for changes in test menus, lot numbers, reagent and instrumentation changes.
- Adheres to established policies for handling unacceptable specimens due to improper collection, handling, age, storage then notifies providers and patients.
- Performs daily, monthly and quarterly maintenance on the laboratories' (electronic equipment, computers, and precision instruments (total value >\$140,000). Troubleshoots instruments, resolves technical problems, and initiates remedial actions.
- Monitors autoclave performance, refrigeration and freezer unit temperatures with documentation.
- Establishes new QC lot ranges to maintain valid test systems.

- Monitors temperatures of the laboratory, refrigerators, freezers, incubators and heating blocks to assure proper conditions for testing and storage of supplies. Takes action when temperatures exceed normal ranges.
- Maintains a computerized record management system using Microsoft Access.
- Reviews all laboratory reports before results are distributed to medical providers and takes action if results do not match clinical presentation.
- Participates in proficiency testing surveys. Submits the results to the proficiency-testing provider within the required time period. Retains records of proficiency testing results and documents the review of each report. Takes corrective action when necessary. Retains documentation of review and remedial action for each result that does not fall within acceptable limits.
- Participates in competency programs as designated by the RMLS.

D. Procurement and financial management responsibilities

10%

- Maintains knowledge of Mission's procurement and money-handling policies and procedures.
- Determines which supplies are needed for the laboratory, submits requests in ARIBA.
- Manages laboratory (x2) budgets (annual supply budgets >\$10,000).
- Receives supplies, processes purchase orders and authorizes payment.

E. Maintains post's *Walking Blood Bank*.

3%

- Maintains Walking Blood Bank database of blood types and potential donors.
- Maintains good working relationship with local blood bank. Assist local blood banks in sponsoring blood draws within the embassy, consulate or international community.

F. Participates in disease prevention/health education programs.

3%

- Assures proper collection and tests samples from Mission's water supply
- Performs food safety inspections of embassy, marine house, or school cafeteria/snack bars.
- Performs environmental sampling when requested or finds a facility that will perform the test.
- Conducts health education programs to include food safety and infection control.
- Collects blood specimens from children < 5 years of age for blood lead screening.
- Collects samples for the Department of State DNA Registry Program; assures proper documentation and handling of all DNA samples.

G. Oversees the implementation and adherence to the Health Unit's *Exposure Control Plan* for bloodborne pathogens. 2%

- Responsible for disposal and incineration of all health unit medical waste per OSHA regulations. Maintains required documentation.
- Strictly adheres to policies and procedures established in the Exposure Control Plan. Monitors the health unit staff's adherence to these policies. Provides hepatitis B antibody testing to verify immunity levels of health unit staff.
- Evaluates new safety products (PPE) for the workplace to minimize bloodborne pathogen exposures.

H. Oversees the implementation and adherence to the health unit *Hazardous Chemical Control Plan*. 2%

- Maintains on file Material Safety Data Sheets (MSDS) for all hazardous chemicals used by the laboratory as well as medical providers.
- Ensures the proper labeling, storage, handling, and disposal of hazardous chemicals.
- Institutes work practice and engineering controls in the safe use of hazardous materials.

I. Tours, inspects and is the communicator at local reference laboratories with the RMLS. 3%

- Maintains list of acceptable local reference laboratories and copies of their test menus, specimen collection and handling requirements, test methodology or equipment, and price listings.
- Identifies new local laboratory and blood bank facilities for the RMT to assess.
- Maintains current working knowledge and relationship with the local reference laboratory directors and employees.

- Responsible for advanced medical laboratory communication with reference laboratory for the health units.

J. Reporting Requirements 2%

- Compiles and statistically analyzes monthly workload data in order to follow increased/decreased workloads, testing performed, laboratory supply usage, and epidemiological trends.
- Submits Continuing Medical Education Report and Competency Assessment Report to the RMT.
- Prepares Food Safety Inspection Report.
- Submits an Accident Report on all exposure incidents.

K. Continuing Education 4%

- Attends continuing medical education conferences held outside of country as scheduled.
- Completes University of Washington MTS on-line courses and biannual competency assessment tests.
- Reads medical journals.

L. Supervises and trains outside laboratory contractors, janitors and health unit helper. 3%

- Plans, assigns, and supervises the work for employees.
- Adjusts work assignments as required to achieve optimal utilization of available resources.
- Performs performance appraisals of laboratory helper.
- Develops and coordinates the teaching and training of new employees.
- Maintains competency records for all personal performing laboratory tests.

M. Coordinates and conducts cross training of in-house health unit staff. 2%

- Provides training on quality assurance measures, specimen handling, latest technology, waived testing, and other laboratory topics.
- Assists in procedure development and comparative evaluation of new and/or modified tests and assays.

N. Additional Administrative Duties 4%

- Maintains written or electronic record of policies and procedures for the health unit laboratory. Other duties and training as assigned by RMLS, Admin, or the RMO/FSHP
- In addition to the prescribed duties above the lab technician may be called to assist the Med Unit with the following:
 - As substitute coordinator for the Med Office in the absence of LES Nurse:
 - Dropping off specimens to the collaborating labs
 - Picking up reports
 - Assist LES Nurse as needed when FSHP is not available
 - Referral to appropriate consultants and back up persons
 - Collection of throat swabs
 - Taking skin scraping
 - Picks up all medical secretarial duties in the absence of the LES Nurse
 - Assist FSHP during special emergencies: rape, physical assaults, small surgery
 - Assist FSHP as chaperone during pelvic, breast exams and any other exams requested.

O. Must be available outside of normal embassy working hours. 1%

- Available outside embassy hours for urgent questions and emergencies.
- Available to work weekends and holidays when necessary to complete microbiological testing
- Available to respond to the embassy on an emergency basis.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Option One: Completion of a bachelor's degree in medical laboratory sciences, biomedical laboratory

technology, clinical laboratory science, chemistry, physical or biological science from a recognized institution. Completion of post graduate practical experience (3-6 months) in a laboratory. Registration with the medical council or the allied health professions council is required.

Option Two: Completion of two years of university studies in medical laboratory sciences, biomedical laboratory technology, clinical laboratory science, chemistry, physical or biological science from a recognized institution. Completion of post graduate practical experience (3-6 months) in a laboratory. Registration with the medical council or the allied health professions council is required.

b. Prior Work Experience:

Option One: Two years of full time work in a medical clinical laboratory as a generalist in a clinical/hospital laboratory setting is required.

Option Two: Three years of full time work in a medical clinical laboratory as a generalist in a clinical/hospital laboratory setting is required.

c. Post Entry Training:

Orientation to U.S. standards of laboratory procedures and equipment.

d. Language Proficiency:

Level III (Good Working Knowledge) Speaking/Reading/Writing in English is required.

e. Job Knowledge:

Fully developed skills to perform both routine and complex laboratory testing in the areas of hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking, and parasitology. Proficiency in specimen collection and phlebotomy are essential. Must be familiar with U.S. laboratory standards of testing and quality assurance practices as defined by the CLIA '88. Must be able to work independently with only telephone consultations with the RMLS. Applicant must have a good understanding of General Anatomy, Medical Terminology, and Laboratory Science. Must have knowledge of laboratory equipment used in performing a variety of laboratory tests and skill in performing preventive maintenance and troubleshooting/repair on laboratory equipment. The position requires strong interpersonal skills and a client-oriented disposition.

f. Skills and Abilities:

Ability to use specialized laboratory equipment. Able to use Microsoft Office Suite. Able to explain complex medical information to his/her peers as well as a lay audience. Have problem solving skills that allow for the maintenance and trouble-shooting of complex medical equipment and data management skills. Must be able to take direction and also work independently.

16. POSITION ELEMENTS

a. Supervision Received:

Directly supervised by the Foreign Service Health Practitioner (FSHP).

Technical Supervision by the Regional Medical Laboratory Scientist (RMLS)

b. Supervision Exercised:

Janitorial staff and any individual performing CLIA waived testing in the laboratory.

c. Available Guidelines:

Clinical Laboratory Improvement Amendments of 1998 (CLIA) standards Operational manuals for equipment Health Unit Laboratory Procedure Manual, MED/LAB Policies/Procedures, Health Unit Exposure Control Plan, Hazardous Chemical Control Plan, FAM and pertinent or comparable professional society guidelines for laboratory medicine.

Exercise of Judgment:

Incumbent must be able to recognize that the equipment is not functioning properly and find alternate methods to perform required tests at such times. Incumbent must be able to interpret intermediate test results and complete indicated analysis for studies requested. Must exercise independent judgment in all daily work. Must exercise judgment in applying pertinent regulations and policies when dealing with clients.

d. Authority to Make Commitments:

Initiates referrals to competent local reference laboratories for test studies unavailable in Health Unit Laboratory. Authority to order supplies under the review of the RMLS and FSHP. Scheduling patient appointments and coordinating laboratory procedure with patients.

e. Nature, Level and Purpose of Contacts:

Clients of laboratory, including referring facilities and local laboratories. Vendors, when ordering supplies. Daily contact with all FSN and American Embassy staff; local, state, regional and federal laboratory and epidemiology officials, USDOS Office of Medical service members. Externally, the incumbent maintains contact with mid-level and senior management at companies, laboratories and other health facilities. Communicates regularly with RMT, RMO, FSHP

f. Time Expected to Reach Full Performance Level:

One year.